

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR STATEMENT OF INTEREST

FOR

**I-84, COTTERELL REST AREA RECONSTRUCTION
PROJECT NO. IM-84-3(089)229
KEY NO. 09627**

March 4, 2010

REQUEST FOR STATEMENT OF INTEREST

Table of Contents

- General Information
- Request for Statement of Interest Preparation Instructions
- Statement of Interest Evaluation Criteria
- Scope of Work

The following items are not included in this package, but can be located at the following web sites:

General Information and Requirements

http://www.itd.idaho.gov/design/cau/general_info.htm

Sample Agreement and Consultant Agreement Specifications

<http://www.itd.idaho.gov/design/cau/forms.htm>

Federal Per Diem Policy

<http://www.itd.idaho.gov/design/cau/policies/PerDiem10.htm>

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a statement of interest for providing professional services to develop plans, specifications and estimate for the construction of a new rest area facility.

GENERAL TERMS

This Statement of Interest (SOI) does not commit ITD to enter into an agreement or to pay any costs incurred in the preparation of this proposal or in subsequent negotiations.

REVISIONS TO SOI

All addenda to this solicitation will be posted on the Consultant Administration Unit Web page. No notice will be given by mail.

RESERVATION OF RIGHTS BY ITD

The issuance of this SOI does not constitute an assurance by ITD that any contract will actually be entered into by ITD and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Reissue the Request for Statement of Interest
- Invite additional respondents to the proposal
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the SOI and cancel this request with or without the substitution of another SOI
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this proposal, each respondent agrees that any finding by ITD of any fact in dispute as to this proposal or the responses thereto shall be final and conclusive except as provided herein.

CONFLICT OF INTEREST

By the submission of a SOI, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

EEO REQUIREMENTS

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

FINANCIAL REQUIREMENTS

The selected consultant and their subconsultants will be required to submit certified hourly labor rates and the previous year's financial information and overhead schedule in accordance with the Federal Acquisition Regulations (FARs) and the 2009 AASHTO Audit Guide. Additional information can be found at the following website: <http://www.itd.idaho.gov/design/cau/policies/overhead.htm>. ITD will follow a Qualifications-Based Selection (QBS) process. No financial information is to be provided with the proposal.

PROPRIETARY MATERIAL

ITD assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

EVALUATION CRITERIA

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received. It is the responsibility of the Consultant to ensure that it complies with this SOI and provides the information requested. If the Consultant fails to provide any information requested in this SOI, such failure may result in either a lowered evaluation score of the SOI or disqualification of the SOI.

CONTACT INFORMATION

All questions concerning the procedures of this statement of interest shall be directed to Leo Hickman at (208) 334-8493, or faxed to (208) 332-2044.

Project specific questions shall be directed to Bob Johnson at bob.johnson@itd.idaho.gov or (208) 886-7830. No project specific questions will be accepted after March 25, 2010.

PREPARATION INSTRUCTIONS

Proposals must conform to the following instructions. Any non-conforming proposal will be rejected.

Five complete copies of the proposal must be received by 4:00 p.m. MDT on Tuesday, March 30, 2010. ITD will not accept copies sent by FAX. Proposals must be submitted in a sealed envelope or package with the project name, and the consultant's name and address clearly indicated on the envelope or package. Proposals must be in the actual possession of ITD on or prior to the above noted time and date, and at the location indicated below. Late proposals will not be considered, and will be returned to the consultant.

Proposals shall be sent to: Leo Hickman
 CAU Project Manager
 Idaho Transportation Department
 P.O. Box 7129 (3311 W. State St., Room 214)
 Boise, ID 83707-1129 (Boise, ID 83703-5881)

Do not mail your proposals to the street address. The Post Office will only deliver to the PO Box address. Use the street address only for overnight delivery by Fed Ex, etc.

Statements of Interest will be evaluated and, as part of the selection process, the top-ranked firms may be required, at their expense, to give a presentation and/or answer interview questions.

If your firm is selected and approved, negotiations will begin. If negotiations break down with a selected Consultant, they will be formally ended and negotiations will begin with the next ranked Consultant.

FORMAT

- The maximum length of the submittal shall be 15 pages.
- The introductory letter, organization chart, and resumes shall count in the page total.
- Front and back cover pages are acceptable, and do not count in the proposal page total.
- Except as otherwise noted, pages shall be 8 1/2 x 11 inches and single sided.
- Type style shall be not more than six lines per vertical inch and not smaller than 12 point.

INTRODUCTORY LETTER

The introductory letter should be addressed to: Leo Hickman
 CAU Project Manager
 Idaho Transportation Department
 P.O. Box 7129
 Boise, Idaho 83707-1129

The introductory letter should introduce the Consultant's submittal, identify the Project Manager, and list a contact telephone number, and contain a statement confirming the commitment of the key personnel identified in the submittal to meet ITD's quality and schedule expectations. List each Subconsultant, their work tasks, and a contact name and telephone number.

PROPOSAL

It is essential that the consultant provide an adequate staff of experienced personnel or subconsultants capable of and devoted to the successful accomplishment of work to be performed under this contract. The specific individuals or subconsultants listed in the proposal, including Project Manager, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of ITD. Replacement personnel submitted for approval must have at least equal qualifications, experience and expertise as those listed in the proposal.

The following criteria will be considered in the evaluation and selection and apply only to the Consultant except where specifically requested for the Consultant and Subconsultant.

CRITERIA 1. COMPANY EXPERIENCE AND QUALIFICATIONS *(Complete for Consultant and each Subconsultant)*

Describe how the company is organized to develop this type of project. Provide descriptions of similar projects, identifying the similarities to this project, successfully developed by the Consultant. This project will be developed under the Practical Design guidelines and has limited funds for construction. Identify how your company has incorporated Practical Design or other tools on projects to develop a concept and design that was on budget or under budget. List three verifiable professional services references with a contact person and phone number.

CRITERIA 2. PROJECT MANAGER

This project will incorporate a unique design team that will incorporate many fields that are not necessarily road construction related. These may be architectural, structural, electrical, landscaping, wastewater, etc. Identify the Project Manager who will be responsible for the quality and timeliness of the Consultant's and sub-consultants work and for ensuring that adequate personnel and other resources are available for this project. (If the architectural portion of the design will be managed by other than the Project Manager please identify that individual.) Provide a brief summary of education, experience, and qualifications pertaining to the management of this project. Include Idaho professional registration (registration is required at the time of submittal).

CRITERIA 3. KEY PERSONNEL *(Complete for Consultant and each Subconsultant)*

Identify the proposed key personnel and describe each person's roles and duties relative to this project. Provide a brief summary of experience and qualifications, including Idaho professional registration (if applicable) for each person identified. Submit an organization chart of the personnel with their roles and their office locations.

CRITERIA 4. PROJECT UNDERSTANDING

Provide a written narrative, **on a minimum of 3 pages**, demonstrating knowledge of methodology, policies and procedures for accomplishing this type of project as outlined in the Scope of Work. Identify potential issues that may be encountered.

CRITERIA 5. PROJECT CONTROL

Describe the Consultant's procedures for scope change control, schedule and cost control and quality control. This should include a description of the Consultant's control measures regarding the Subconsultants' project related work.

DBE PARTICIPATION REQUIREMENTS:

The Consultant will not be required to meet a specific DBE utilization for this project. However, the Consultant is encouraged to utilize the services of women and minorities in accomplishing the tasks or providing the services for this project. For further information regarding DBE participation requirements, call the ITD EEO Office at (208) 334-4442. A directory of DBE companies currently certified by the State of Idaho may be viewed at the following web site: <http://itd.idaho.gov/civil/dbefirms.htm>

STATEMENT OF INTEREST EVALUATION CRITERIA

	CRITERIA	RATING	WEIGHT	SCORE
	STATEMENT OF INTEREST FORMAT <i>Appearance, Follow Instructions, Professional</i>		x 1.0	
CRITERIA 1.	COMPANY EXPERIENCE/QUALIFICATIONS <i>Recent Experience, Company Structure, References</i>		x 3.0	
CRITERIA 2.	PROJECT MANAGER <i>Experience, Qualifications</i>		x 4.0	
CRITERIA 3.	KEY PERSONNEL <i>Experience, Qualifications, and Organization Chart</i>		x 2.0	
CRITERIA 4.	PROJECT UNDERSTANDING <i>Demonstrated Knowledge and Potential Issues</i>		x 4.0	
CRITERIA 5.	PROJECT CONTROL <i>Quality Control, Schedule and Cost Control, and Change Control</i>		x 2.0	
	TOTAL SCORE			

RATING POINTS:

5.0 – Excellent
 4.0 – Good
 3.0 – Satisfactory
 2.0 – Marginal
 0.0 - Unsatisfactory

GENERAL SCOPE OF WORK

**Idaho Federal Aid Project No. IM-84-3(089)229
Key No. 09627**

I-84 Cotterell Rest Area – Approx MP 229

Cassia County

The following General Scope of Work is provided to assist the Consultant in determining technical areas of expertise and level of effort requirements. A detailed Scope of Work will be prepared upon selection of the Consultant Design Team. The objective of this project is to determine the needs and develop a final set of plan for PS&E of this rest area that has been in operation since 1966.

NOTES TO CONSULTANT

The Idaho Transportation Department (ITD) has a construction budget for the 2013 fiscal year of approximately \$4M to reconstruct the Cotterell Rest Areas both Westbound and Eastbound. We are seeking consultants interested in designing the project described below within the allocated schedule and budget, and according to applicable standards. This is a Federal-Aid project.

INTRODUCTION

The current rest area operates in companion with the Cotterell Port Of Entry (POE). The POE facilities will remain unmodified and no rest area funds may be used to update or move these facilities. An inspection of the existing restroom facilities for asbestos and lead paint was completed in December 2008. No asbestos-containing material was identified during the inspection. Lead paint was found. This report is available.

The current traffic flow, due to having a combined rest area and POE, shall be evaluated and alternatives suggested. This may or may not include modification of the current off and on ramps. This may also include the modification of the parking area for cars and trucks. These must be evaluated and design criteria established prior to completing the Concept Report.

A Pre-Concept report will be paramount to the success of this project. Determining the projected needs of the rest area may require traffic counts that would separate the POE traffic from the RA traffic. The actual use of the restroom facilities, water use, lagoon capacity and current status of the current lagoons, parking requirements for cars, RV's, and trucks. This report will be closely coordinated with the district and Practical Design suggestions will be evaluated for incorporating into the design.

The project will include the rest area structures (including new restroom facilities), on and off ramp modification if required, site/parking layout, landscaping, utilities, water and waste water analysis, completion of an environmental document (assumed to be a CatX), and completion of a cultural resource survey and clearance if new right of way needs to be purchased adjacent to the current site. Public information will be completed by the district. The selected firm will take the project beginning at Pre-Concept into the Concept level and develop the project through PS&E. Initially ITD expects to negotiate a SOW and manday estimate with the selected consultant through Concept only. The actual amount of effort needed to develop final design plans will be more apparent after the Pre-Concept Report, Concept and preliminary estimate are completed. The selected design team will probably be retained to provide support during construction.

DELIVERABLES

ITD is requesting the submission of Statements of Interest to provide the following documents for this project. All submissions must clearly identify the applicant's understanding of the project; ability to complete the tasks described below, and outlines the methodology to be used in the completion of these tasks.

- Pre-Concept report – topography of current rest areas, practical design ideas, possible new right of way needs, design criteria to be used to determine parking and toilet needs, lagoon issues, and all the issues that become foreseeable at that time.
- Concept Report – Alternatives/Cost Analysis and Recommendations for site layout and wastewater system identified and evaluated from the standpoint of practical design and approved by ITD. Current and projected toilet use and parking needs will be determined and evaluated. Evaluation of size of new toilet building.
- Preliminary Design possibly including water and wastewater treatment system.
- Approved Design Study Report
- Approved Materials Phase Reports
- Cultural Resource Survey and Clearance
- Environmental Documentation and Approval
- Final Design
- Utility Plans
- Right of Way Plans
- Plans, Specification, & Estimate (PS&E) no later than July 1, 2012

Note: the Pre-Concept Report and Concept may determine that additional Right of Way is not needed for this project. If that should occur then the Cultural Resource Survey and Clearance, Right of Way Plans, and Utility plans may be not be required for final design. The consultant's SOI shall indentify how their team shall provide qualified personnel for these aspects of the design even though it may become apparent that they may not be required as the project moves forward.

ITD will provide the following data:

- Standard Drawings as required

ASSUMPTIONS

The following assumptions will be made:

- This project is Federal Aid.
- A Categorical Exclusion determination is anticipated for this project.
- The current classification for this rest area is Basic. Any change in this classification will require Rest Area Team action.
- The rest area will remain in the current location but the restroom building, picnic kiosks, and parking may be modified. The POE's facilities will not be modified.
- New Right of Way adjacent to current location may be needed to be purchased to accommodate changes due to capacity criteria.
- This project is a "practical design" project.
- Contract will be negotiated with selected consultant in two phases based upon the following milestones:
 - 1. Pre-concept report and Concept Report approval
 - 2. Preliminary Design to PS&E submittal